

SANDY CITY  
APPROVED CLASS SPECIFICATIONS

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| I. | <u>Position Title:</u> Fire Captain / Paramedic | <u>Revision Date:</u> 8/2005<br><u>EEO Code:</u> Protective Service<br><u>Status:</u> Non-Exempt |
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II. Summary Statement of Overall Purpose/Goal of Position:

Under the direction of the Fire Chief and supervision of the Battalion Chief. Responsible for supervising an Engine Company and providing the City with prevention and mitigation of emergencies and disasters, through proper planning, public education and code enforcement. Responds to emergencies involving fire, medical or environmental concerns and oversees the safety of crew members and the public at all times.

III. Essential Duties:

Supervisory and Operational Duties:

- Supervise engine company members.
- Take command at fire, medical and environmental concern incidents.
- Respond promptly and efficiently to emergency fire, rescue, hazardous materials and medical alarms.
- Conduct performance evaluations, skills testing, and monthly individual interviews of engine company staff.

Office, Clerical and Record Keeping Duties:

- Maintain a daily schedule for the activities of crew members.
- Keep training records for Engine Company, which include both fire and medical.
- Prepare monthly reports which detail training hours, hydrant and business inspections.
- Complete detailed reports on all medical and fire incidents on the appropriate forms.
- Prepare inventory reports on all medical supplies and fire equipment.

Training Duties:

- Conducts daily training sessions to keep crew members current on all fire and medical procedures. Complete a minimum of 15 hours of training per month. Must include 7 hours of quick drills.

Physical Fitness Duties:

- Must meet Sandy Fire Department physical agility standards.

Station, Apparatus, and Ground Maintenance Duties:

- Responsible for the completion of station janitorial activities, to insure the building is ready for public inspection at all times.
- Washes and waxes apparatus.
- Insure that all components on the apparatus are clean and working.

Prevention and Life Safety Duties:

- Prepare and conducts tours, lectures, and Video presentations.
- Responsible for an assigned fire hydrant inspection district, with duties that include inspecting and painting.
- Responsible for assigned business inspection district, and completion of annual inspections.
- Displays fire apparatus and participate in public demonstrations.
- Prepare and displays fire apparatus and participates in public demonstrations.
- Participates in local school programs and various civic and City functions.

Paramedic - Additional Duties:

- Proficient in advanced life support procedures and provides advanced life saving functions.
- Check drugs and equipment daily to ensure proper control and inventory.
- Complete written and verbal reports of patient care.
- Performs complex diagnostic and medical procedures, such as patient history intravenous cannulation, endotracheal intubation, recognition of cardiac arrhythmia and administration of drugs.

VI. Marginal Duties:

- Attend and participate in meetings with Battalion Chiefs and Staff Members.
- Plan and oversee training instruction.
- Serve on various teams and committees.

V. Qualifications:

**Education:** State of Utah Fire Officers Certification; Associates Degree in Fire Science or related field; Certified and Licensed paramedic with the state of Utah; Valid Utah drivers license; State of Utah Apparatus Driver Operator certification.

**Experience:** Seven years fire-fighting experience with previous experience as Acting Captain required; experience may be substituted year for year for Associates Degree education.

**Knowledge of:** Utah emergency medical programs; training and staff development in firefighting and paramedic programs; fire and medical equipment and programs, including tactics; fire behavior; Fire Department Policies and Procedures, Uniform Fire Code; origin and cause determination, site plan review and examination, Department prevention programs; fire ground procedures; incident command procedures; inspection procedures; sprinkler systems; alarm and communication procedures; operation and maintenance of department apparatus and equipment; safety procedures.

**Responsibility:** Decision making skills which require discretion, judgement and speed; moderate responsibility for care, condition, and use of materials, equipment and tools; responsibility for supervision which affects the activities of engineers, firefighters.

**Communication skills:** Ability to communicate effectively, verbally and in writing using proper grammar, spelling and punctuation; ability to work effectively as a team member; ability to communicate with employees and citizens in emergency situations and day to day work; establish effective working relationships with city officials, employees and the public..

**Tool, Machine, Equipment Operation:** Working knowledge of the operation of all fire suppression and emergency equipment, telephone, computer, and printers.

**Analytical Ability:** Must be able to make sound decisions with minimal guidelines during emergency and non-emergency situations; establish goals and priorities; organize time; must have a well developed sense of strategy and timing.

VI. Working Conditions.

Must meet Sandy Fire Department physical agility standards. Must be able to wear and work in fire department breathing apparatus. Great mental pressure and fatigue exist during an average day due to exposure, deadlines and mental effort required; requires minimal overtime; requires muscular exertion, stooping, kneeling, climbing, and balancing; responds to emergency situations that entail exposure to dangerous and disagreeable conditions involving smoke, heights, fire, stress, hazardous materials, communicable diseases, fumes, heat, cold, water, emergency driving, etc. Working shifts of 24.5 hours in length. Call backs on day off.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create employment,